

MARCH 2002

CITY OF ROCKLIN

ADMINISTRATIVE CLERK III

DEFINITION

To perform a variety of complex and responsible administrative tasks and clerical duties in support of assigned Division or Department; and provide administrative and clerical support to supervisory and management staff as assigned; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management or supervisory personnel or his/her designee.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Perform a variety of complex and responsible clerical and administrative duties for assigned Division or Department.

Provide technical assistance on special projects for management or supervisory personnel.

Perform initial research on assigned projects, pull files and documents, compile information and prepare data as requested.

Monitor new and changing laws, policies, regulations and procedures concerning assigned responsibilities; keep management or supervisory personnel informed of changes in laws and other agency requirements.

Assist City personnel in learning the systems and procedures related to assigned functions; troubleshoot problems and respond to questions and inquiries from other department staff.

Answer questions and provide general information about area of assignment to co-workers and the public.

Participate in the preparation and monitoring of budget as assigned.

Perform accounting functions related to ordering supplies, equipment and services; order and purchase supplies for assigned division, department or other departments.

Perform a variety of office duties including word processing, preparing spreadsheets; assist in preparing forms, charts, manuals and/or other documents; answering telephones, distributing mail, copying documents, shredding materials.

May process time sheets and confidential information as required by supervisory or management staff.

QUALIFICATIONS

Knowledge of:

Organization, procedures and operating details of the City department to which assigned.

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and computer equipment.

Principles, methods and procedures of record keeping.

Business letter writing and basic report preparation.

Ability to:

On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping and fine manipulation; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned office equipment; use a telephone to communicate verbally and use a keyboard to communicate through written means, to review information and enter/retrieve data; see and read characters on computer screen; and lift light weights; maintain mental capacity which allows for effective interaction and communication with others.

Learn pertinent codes, regulations and laws pertaining to department/division.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Compile and maintain complex records and files; prepare related documentation as directed.

Coordinate and maintain complex files and records in accordance with assigned functions.

Participate in monitoring budget and ordering supplies as assigned.

Gather, research and compile data.

Analyze situations accurately and take appropriate action within predetermined guidelines.

Prepare correspondence and routine reports as directed.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Type at a speed necessary for successful job performance.

Operate and use a variety of office equipment.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible general clerical and administrative experience.

Training:

Equivalent to the completion of the twelfth grade.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.